



Monterey County

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Board Report

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- a. Reallocate 1.0 FTE Office Assistant III to 1.0 FTE Office Assistant II Environmental Health Budget 4000-8112 and 1.0 FTE Environmental Health Specialist III to 1.0 FTE Environmental Health Specialist IV, Environmental Health Budget 4000-8116; and
- b. Authorize the County Administrative Office to incorporate the approved position change in the FY 2014-15 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Reallocate 1.0 FTE Office Assistant III to 1.0 FTE Office Assistant II Environmental Health Budget 4000-8112 and 1.0 FTE Environmental Health Specialist III to 1.0 FTE Environmental Health Specialist IV, Environmental Health Budget 4000-8116; and
- b. Authorize the County Administrative Office to incorporate the approved position change in the FY 2014-15 Adopted Budget.

SUMMARY/DISCUSSION:

Environmental Health Bureau requests reallocation of two vacant positions in its Consumer Health Protection unit, Environmental Health Budget 4000-8112, as shown in Attachment 1. It has been determined that Environmental Health no longer needs the services provided at the skill level of an Office Assistant III and Environmental Health Specialist III. It has also been determined that the Consumer Health Protection unit would benefit from a higher supervisory level position of Environmental Health Specialist IV. As the Environmental Health Bureau continues to evolve in its delivery of consumer health and hazardous materials management services, it has identified the need to modify existing vacant positions to better suit consumer requests for, and delivery of, services. The addition of 1.0 Office Assistant II is a support position that will enhance the existing Consumer Health Protection staff infrastructure and the addition of 1.0 Environmental Health Specialist IV will provide necessary supervisory oversight of staff as well as management services for the Hazardous Materials Management Services program.

This work supports the Monterey County Health Department 2011-2015 Strategic Plan initiatives to empower the community to improve health through programs, policies, and activities and to enhance community health and safety by emphasizing prevention. It also supports one or more of the ten essential public health services, specifically: to monitor health status to identify and solve community health problems; diagnose and investigate health problems and health hazards in the community; inform, educate, and empower people about health issues and enforce laws and regulations that protect health and ensure safety. This will also result in the reduction of operating costs and increase service capacity without impact to existing fees.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the proposed position change request.

FINANCING:

Reallocation of a funded, but vacant, Office Assistant III position would provide the necessary funding for the new Office Assistant II position, with salary and benefits savings of approximately \$5,300 made available for other budgetary needs.

Reallocation of a funded, but vacant Environmental Health Specialist III to Environmental Health Specialist IV, would provide the necessary funding for the new Environmental Health Specialist IV. Additional salary and benefits of approximately \$13,400 will be supported by the anticipated increase in health revenue generated from an increasing volume of regulated business activities such as inspections and permits and the reduction of operating costs.

There will be no General Fund Contribution.

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Approved by: Ray Bullick, Director of Health, 4526

Attachment 1 - Proposed Position Count; on file with the Clerk of the Board